

ForceIntellect

adding value, enabling growth

ERP Readiness ***CHECKLIST***



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WHAT IS AN ERP SOFTWARE & HOW IS IT USEFUL FOR SMES?

An ERP Software connects all departments, teams and integrates information across locations using a common technology platform and ERP database. ERP provides intelligent solutions like dashboards, business analysis reports, exception reporting and notification alerts. This makes it easier to access, gather, analyze information and make informed decisions. Effectively it results in streamlined processes, improved operation management, improvement in supply chain efficiencies, cost reduction, improved customer satisfaction and overall success of the company

DO YOU REALLY NEED AN ERP FOR YOUR BUSINESS?

When it comes to implementing an ERP, the 2 most common questions that bother business owners are:

- 1. "Do I really need an ERP Software for my business?"**
- 2. "If, there is a need for ERP, then How to become ready for implementing an ERP?"**

Do not worry, the precise aim of this document is to help you answer both these questions, systematically, based on facts and data gathered from your current business outcome.

In order to make facts/data based decisions, let us answer some simple questions. These questions will prompt you to get necessary insights, to judge, really how efficient & effective your current processes are? You will be able to determine whether there is a scope for improvement of processes or not? Thus, you will know, whether you really need an ERP software for your business.

CHECKLIST : DO YOU REALLY NEED AN ERP?

SL. No	ERP Need Identification Questions	Status (Yes/ No)	Comments
1	Do you find it difficult to access information about your business?		
2	Is there a lack of coordination between various departments?		
3	Do you struggle to have a full visibility into your inventory?		
4	Do you have trouble meeting delivery schedules?		
5	Do you find that customer experience is not up to the mark?		
6	Is there a lack of centralized processes in your organization?		
7	Do you have a difficulty in implementing business discipline?		
8	Are you able to provide right information to right people at right time?		
9	Are you spending significant amount of time dealing with multiple non-integrated systems?		
10	Do you feel the need to automate your business processes?		

When you realize the value and benefits involved in the implementation of an ERP Software, you will decide to embark on a journey to implement an ERP Software. You are bound to have concerns about "How do we become ready for an ERP Software?" to ensure that it becomes a grand success.

For an ERP Implementation to be successful, you must start with defining your business objectives and goals clearly. You must also have the active participation, involvement and support of all the major stakeholders.

Given below are the various stages in the assessment of "How to become Ready for an ERP"

STAGES IN BECOMING READY FOR AN ERP SOFTWARE

Have you identified your project goals?

SL. No	Readiness Steps	Status (Yes/ No)	Comment
1	What are the Goals to be achieved from ERP Implementation?		
2	What are the Key Results to measure the success of ERP implementation?		
3	Have you communicated the Project expectations and Expectations of Key Results to all stakeholders?		
4	Do the Key Stakeholders understand the Goals, Key Results Expectations clearly and concur with them?		

Check your business process readiness

SL. No	Readiness Steps	Status (Yes/ No)	Comment
1	Are you ready with standard business process/ standard operating procedure to be implemented through ERP.		
2	Do you know "How" and "When" the data flows or Interacts with different Processes?		
3	Have you prepared important checkpoints and workflow required in the ERP?		
4	Are you ready with your MIS & reporting requirements?		

Check your team readiness

SL. No	Readiness Steps	Status (Yes/ No)	Comment
1	Have you identified a Project Lead for ERP Implementation Project?		
2	Have you identified module wise key stakeholders?		
3	Does the process owner know the actual Process and its interaction with other Processes to be achieved through ERP?		
4	Are the end users computer savvy?		

Check your infrastructure readiness

SL. No	Readiness Steps	Status (Yes/ No)	Comment
1	Have you assessed current hardware?		
2	Have you reviewed hardware required for ERP system.		
3	Do you need multi location access and assess infra requirements for the same.		
4	Have you decided on cloud vs on-premise implementation.		

Check your Budget and Time Required

SL. No	Readiness Steps	Status (Yes/ No)	Comment
1	Have you identified the amount of money and time required to implement ERP?		
2	Have you secured sufficient budget for ERP implementation?		
3	Do you have sufficient time and skilled resources for ERP implementation?		

We hope we have been able to generate the awareness whether you need an ERP and How to become Ready for an ERP.

Do get in touch with us if you need any more details or help with the above exercises.



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